



EMBASSY OF THE UNITED STATES

## TIRANA • ALBANIA

### DIVERSITY VISAS

#### Required Documentation for Diversity Visa Applicants

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After you've been contacted by the Kentucky Consular Center with an interview date, you will bring all the following documents to the Consular Section of the U.S. Embassy in Tirana on the day of your interview.

#### Appointment Date for DV Selectees

DV Selectees will learn about their interview appointment date **ONLY** by entering their Confirmation Number, Last Name/Family Name, and Year of Birth through the web page of the U.S. Department of State's Bureau of Consular Affairs, Electronic Diversity Visa "[Entrant Status Check](#)." You are advised to check the [Entrant Status Check](#) frequently to learn about your interview date. This is the only way you will learn about your interview date. **You will not/not receive notification by mail or by e-mail.**

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It is the applicant's responsibility to check for their interview date and to appear at the Consular Section on the scheduled appointment date. No assurance can be given by the Consular Section that you will be given a new appointment date upon your request.

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#### Required documents from each Diversity Visa applicant

**1. HIGH SCHOOL DIPLOMA** and a photocopy of it; if applicable the College Diploma, and its photocopy. This applies to the principal applicant only. The High School diploma should be legalized by the Ministry of Education and Science and Ministry of Foreign Affairs of Albania.

For information on which high school education qualifies for the DV, please read the DV Outreach and DV FAQs under "More Information" section of our website "[Diversity Visas](#)."

**2. BIRTH CERTIFICATE:** One original Birth Certificate for each applicant. It should read Certificate of Birth, not Personal Certificate (e.g.: the certificate translated in six languages reads "Certificate of Birth – Certifikatë Lindjeje). Birth certificates must be issued by the government of the country where the applicant was born. Albanian birth certificates for applicants **not** born in Albania will not be accepted.

**3. MARRIAGE CERTIFICATE:** One original Marriage Certificate for each visa applicant (if applicable).

**4. DIVORCE DECREE OR DEATH CERTIFICATE:** If previously married, please include proof of termination of that marriage whether by death or divorce (e.g. death certificate of previous spouse, final decree of divorce, etc.)

**5. MINISTRY OF JUSTICE RECORDS:** Criminal record (in Albanian Dëshmi Penaliteti) issued by the Albanian Ministry of Justice for each applicant age 16 years or over in current and any former names, **including maiden names**.

**Important:** Applicants must clearly note on the court certificate application form that they are applying for a U.S. visa. Court certificates for applicants for U.S. visas are transferred directly to

U.S. Embassy Tirana. Only court certificates obtained directly through U.S. Embassy Tirana are acceptable; applicants may not present their own certificates. For cases pending to be documentarily complete at the National Visa Center (NVC), please note that the NVC has been notified of this procedure.

**6. DISTRICT COURT AND ATTORNEY RECORDS:** These records are issued at the city where you have resided in the last six months, for all applicants age 16 or over in current and any former names, **including maiden names**.

**NOTE:** Persons convicted of a crime must obtain court records, even if the beneficiary has been pardoned or granted amnesty, or the criminal conviction is expunged. These documents must be translated and notarized.

**7. POLICE RECORDS FROM A FOREIGN COUNTRY:** A translated and notarized Police Record from a foreign country for applicants age 16 or over, if the applicant is currently living in that country for more than six months, or if the applicant has previously lived in that country for more than one year. For further information, please read the Police Certificates title of the U.S. Department of State's Bureau of Consular Affairs web page "[Documents the Applicant Must Submit to the NVC](#)." Applicants who are or were residents in Greece should apply for the Greek Police certificate at the Greek Embassy in Tirana, which will transfer the certificate directly to U.S. Embassy. Applicants may not present their own Greek police records.

**8. MILITARY RECORDS:** issued by the Army Recruiting Office (Zyra e Rekrutim-Mobilizimit), for all **male** applicants age 18 and over, regardless of having served the military service or not.

**9. OTHER COURT DOCUMENTS:** Court records regarding name changes, age amendments, adoption and similar subjects must also be submitted at the time of interview.

**10. TRANSLATION:** You are not required to translate the documents issued by the Albanian authorities, except for court decisions. Certified English translations must accompany all documents that are not in Albanian or in English. Translations must be certified by a competent translator and sworn before a Notary Public. All certificates must be less than 12 months old when presented on the interview date.

**11. PHOTOS:** Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. The photo should have a full frontal view of the face, with the head centered in the frame. The face should cover 50 percent of the photo area. For more details please visit the U.S. Department of State's Bureau of Consular Affairs web page "[Photograph Requirements](#)." If the requirements are not met, the photo will not be accepted. The photo should be taken within the past six months.

**12. EVIDENCE OF FINANCIAL SUPPORT BY U.S. SPONSOR:**

a) A signed [Form I-134](#) - original Affidavit of Support, (not photocopy, or by email), for each petition filed,

b) A photocopy of the sponsor's U.S. passport or legal permanent resident card,

c) A recently issued job letter, that includes information on length of employment and salary,

d) Tax returns of the last year (Form 1040),

e) Most recent tax year W-2s for all jobs held, and

OR (instead of items d and e):

f) An Internal Revenue Service (IRS) transcript (even if the sponsor filed electronically).

To request IRS-generated transcripts or copies of a tax return, please visit the [IRS website](#). This document must be less than 12 months old when presented on the interview date.

g) If the sponsor is married, his or her spouse should also present a signed Form I-134, accompanied by a photocopy of the U.S. passport or legal permanent resident card of the spouse of sponsor. You can download Form I-134 through the U.S. Citizenship and Immigration Services ([USCIS](http://uscis.gov)) [website](http://uscis.gov). For more information for preparing Affidavit of Support forms, please visit the U.S. Department of State's Bureau of Consular Affairs web page "[Affidavit of Support Instructions](http://travel.state.gov/visa/visa_4756.html)."

You can find detailed information regarding [Instructions for Selectees](http://www.travel.state.gov/visa/visa_4756.html) of DV Program at: [http://www.travel.state.gov/visa/visa\\_4756.html](http://www.travel.state.gov/visa/visa_4756.html).

## Processing Of Immigrant Visas

Your interview date will be scheduled by the Kentucky consular Center (KCC). You will be notified of your interview date by entering your unique confirmation number at the Entrant Status Check available at [www.dvlottery.state.gov](http://www.dvlottery.state.gov). It is only after you are selected, and respond to the notification instructions made available to you via Entry Status Check, and processing begins on your case, that you may receive follow-up e-mail communication from the Kentucky Consular Center (KCC) informing you to review Entry Status Check for new information about your application. Be careful to not be a victim of fraudulent e-mails that might ask you to pay. The KCC will not ask you to send money to them, to this Embassy or any other U.S. Embassy by mail or by services such as Western Union. For more information, please visit our website at: <http://tirana.usembassy.gov/dv.html>

## Before The Interview

**1. SECURITY INFORMATION:** No one may enter the Consular Section with weapons of any sort, cellular telephones, iPods, photographic or video cameras, electronics such as radios, portable CD players or other equipment, including computers. Please do not bring any type of electronic equipment. Please do not bring large or bulky bags to the Consular Section. These items are not permitted inside and there is no storage space for them. There is no parking available at the Embassy for visa applicants. You are advised to not have unnecessary items in your bag on the interview day, because you will undergo a security check.

**2. MEDICAL EXAMINATION:** Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed only by the medical doctors authorized by this Embassy to administer the examination.

- a) For cases where the appointment date is set up by KCC: The beneficiary should go for the medical examination **exactly two weeks prior** to his/her interview date.
- b) For cases where the appointment date is set up by the Consular Section: The medical examination date is included in letter of the interview date.

In both cases, you will have to print the [medical examination](#), read it carefully, fill it in, and present it to one of the panel physicians. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. You should have with you the appointment letter on the day of medical examination.

Do not send the results of your medical examination to this office before your interview. You will be required to submit your medical report to this office at the time of your interview. **Do not bring X-ray film to the Embassy.** Please read section VII regarding the X-rays.

You can download the Medical Examination form by visiting the U.S. Department of State's Bureau of Consular Affairs web page "[Interview Preparation - Medical Examination](#)." Search for TIA –Tirana and you will download the medical examination form.

## Interview

**APPLICATION FEE:** You will be required to pay the application fee at the time of your interview at the cashier of the Consular Section. The payment is made by **cash only** at the Consular Cashier, in U.S. Dollars or Albanian Lekë.

Effective April 13, 2012, the fee for the Diversity Visa is \$330.00 per person. Since the fees are subject to change, please visit the Department of State's Bureau of Consular Affairs web page "[Fees for Visa Services](#)" for updated information on visa fees.

## After the Interview

After your personal interview with the Consular Officer, if your file is complete and you are found qualified, your visa will be issued and sent together with the visa packet by courier service to your address in Albania. Important: Please **do not open the visa** packet envelope.

Some visa applications require further [administrative processing](#), which takes additional time after the visa applicant's interview by a Consular Officer. Applicants are advised of this requirement when they apply. Most administrative processing is resolved within 60 days of the visa interview. When administrative processing is required, the timing will vary based on individual circumstances of each case.

Before making inquiries about status of administrative processing, applicants or their representatives will need to wait at least 60 days from the date of interview or submission of supplemental documents, whichever is later.

## After you have Received the Passport and the Visa Packet

Do not open the sealed envelope, which contains your immigration packet. It should not be changed, and it should be surrendered along with the X-rays to the U.S. immigration officer at a port of entry into the United States. Do not pack it; it must be hand-carried. You will fill out the Form "Alien Registration Card" (Form I-551), known as Green Card at the port of entry. This card will be mailed to the address in the United States, as written in your application forms. This is a very important document, which will serve as proof that you have permission for permanent residency and gives you the opportunity to stay and enter the USA without a visa.

The visa in the passport is usually valid for six months (in some cases for less than six months, thus check your visa's expiry date). Check your data on the visa for any possible misspelling. If you notice any misspelling on the visa, you should come back to the Consular Section of the U.S. Embassy, Tirana, together with the sealed envelope and your passport to correct the data. You should enter the U.S. before your visa expires; otherwise you will lose your status. Do not travel outside USA before you have received your Permanent Resident Card.

If you are qualified from the Diversity Visa Program and your family would like to travel in different time to the U.S., it is very important that the member of family wishing to travel first,

should be accompanied by the principal applicant. Children who turn 21 years old after visa issuance, should travel to the United States before they turn 21 years old, otherwise they lose their status.

Your visa can not be extended beyond the six month period, and the fees paid for the visa are not refundable. If, for any reason you could not use your visa, please return it to the Consular Section of the U.S. Embassy, Tirana. Another visa will be issued only if you prove that you did not travel due to reasons beyond of your control.

For a guide concerning new immigrants to the United States, please visit the USCIS web page "[Welcome to the United States: A Guide for New Immigrants](#)" and [Welcome To USA website](#).

After being issued the Permanent Resident Card, you should stay abroad **for less than one year**, otherwise you will be considered to have lost your status of Legal Permanent Resident. For more information on the rights and responsibilities as Legal Permanent Residents, please visit the USCIS pamphlets "[I am a Permanent Resident. How Do I... Know What My Responsibilities Are?](#)" (PDF 1.19 KB), and "[How Do I Get a Reentry Permit](#)" (PDF 1.18 KB).

If you have questions regarding the Permanent Resident Card, or if you did not receive your card within a certain time, please contact the [USCIS office](#) in the state where you are living.

### **In Rare Cases, When you Could not Receive Notification from KCC**

Required forms, in addition to the above mentioned documents, are:

- Form DS-230 Part I and Part II for each applicant.
- Form DSP-122, only for the principal applicant.

You can download these forms at the U.S. Department of State's Bureau of Consular Affairs web page "[Visa Application Forms](#)."

### **Most Important**

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

For the DV applicants the last date a visa can be issued is September 30 of each fiscal year. Because of the limited number of the visas that may be issued under the program, visas may cease to be available even before this date. This is especially true the closer to September 30, an application is made.